



The City of West University Place

A Neighborhood City

Zoning & Planning Commission

Municipal Building 3800 University Blvd

Meeting Minutes

July 14, 2016

MEMBERS PRESENT: Richard Wilson, Michael McEnany, Mac Jensen, Mimi Tsai and Bob Higley

MEMBERS ABSENT: John Cutrer and David Kuykendall

STAFF PRESENT: Debbie Scarcella, City Planner; and Public Works Administrative Coordinator, Josie M. Hayes

1. **Notices, Rules, Etc.** Richard Wilson, Chairman, called the meeting to order at 6:15 pm. He asked the ZPC members and City Staff to introduce themselves. Richard Wilson asked staff to confirm that appropriate notices were given. Debbie stated notices were posted per state and local laws.
2. **Town Center Provisions Review.** Possible recommendations to City Council regarding the Town Center regulations enacted in 2015 were discussed. At the previous meeting, ZPC asked staff to bring back information regarding just the changes that were made to the town center in the ordinance regulations, specifically as they applied to parking requirements and loss of PNC status. Staff presented the summaries and documentation in the reports, as well as slides from the power point presentation that was shown at the public hearing with City Council in 2015. There was discussion regarding the different parking ratios and how those would affect the overall buildable areas in town center. Mac Jensen researched the parking requirements from multiple other cities and the information was discussed. ZPC discussed whether there should be one uniform requirement for all classifications with the exception of restaurants. ZPC discussed various parking ratios. ZPC asked for calculations and drawings for the next meeting that focuses on higher ratios. The commission also discussed the loss of PNC status requirements. The consensus was that there is already wording in the regulations by which a business owner can obtain relief through a variance or special exception and it is adequate. Since two members were not in attendance, the remaining members decided that this was an important discussion and possible vote that would warrant waiting until all seven members returned from vacation to make a decision. Consensus was that voting should be deferred until September.
3. **Platting and Building Site Designations.** There was discussion regarding a possible amendment to the building site regulations. ZPC requested staff at the last meeting to





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prepare a possible amendment to the building site designation portion of the regulations contained in Article 5 of the Zoning Ordinance. This stemmed from a request from the property owners of 4039 Swarthmore to approve the division of their property, making two new building sites that would be less than the required width and square footage. The two building sites had previously been platted at their current size, but had been combined through a building site designation form in 2000. The current ordinance does not provide any mechanism to have this action recorded in the public record. Therefore, the current property owner did not realize the two building sites could not be divided without action by the commission. Staff presented possible amendments that would clearly state building sites previously platted that were joined could be divided into two sites provided they were divided along the original property boundary line. A provision was also proposed that requires any building site designation that involves the combination or division of lots to be recorded in the Harris County deed of records. The commission wanted to touch base with the City attorney before making a decision to move forward.

4. **Minutes.** The commission reviewed the minutes of the meeting held on June 9, 2016. Richard Wilson made a motion to approve the meeting minutes as amended. Second by Michael McEnany. **Motion carried.**

[Adjournment]

Mimi Tsai made a motion to adjourn. Second by Mac Jensen. **Motion carried.** Meeting adjourned at 8:42 p.m.

PASSED THIS 14th DAY OF August, 2016.

Richard J. Wilson
Richard J. Wilson, Chairman

ATTEST: Josie M. Hayes
Mrs. Josie M. Hayes, Public Works Administrative Coordinator

